

BOARD PROCEDURE No. 1.3 – Internal Governor Work Assignment

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:
Parent Policy:
Approval Date:
Effective Date:
Procedure Owner:
Procedure Administrator:

Board
 Board Policy No. 1 – Board Policies are Our Primary Means of Governance
 March 7, 2022
 March 7, 2022
 Board of Governors
 Board Coordinator

Overview:

The Board of Governors is comprised of members including student(s), an academic staff member, and a non-academic staff member.ⁱ These individuals are referred to in this procedure as Internal Governors. The Board recognizes that there may be conflicts between Board business and the employment or student responsibilities of those individuals that are Internal Governors. To the extent possible, the Board intends to facilitate Internal Governors participation in Board business so long as employment or student responsibilities are not compromised.

Authority to establish this procedure is derived from the NorQuest College Board of Governors Policy No. 1 – Board Policies are Our Primary Means of Governance.

Procedures:

Employees and Faculty

- Internal Governors who may be required to be absent from work or teaching duties for the purpose of authorized Board business are to make alternate arrangements with their supervisors to ensure employment duties are completed.
- Board Coordinator will provide confirmation of the dates and times for authorized Board business to the Internal Governor’s supervisor when requested by the Internal Governor.
- Departments and Faculties shall provide cover-off for such absences.

Students

- Internal Governors who may be required to be absent from classes or exams for the purpose of authorized Board business are to seek alternate arrangements with their instructors, in advance of completing Board business, to ensure that their schoolwork, exams and assignment responsibilities can be fulfilled.
- Where alternative arrangements for attending a class or taking an examination can be made, the instructor is to consider this absence as an excused absence. The instructors’ decision on allowing alternative arrangements is final.
- Where alternative arrangements cannot be accommodated, the student is to:
 - Advise the Board Coordinator
 - Attend to their responsibilities for completing their schoolwork, exams or assignments.

Contraventions

- Contravention of this procedure shall be dealt with by the Board.

Definitions:
Related NorQuest College Information:
Related External Information:
Next Review Date:
Revision History:

Internal Governor: a student, academic staff member, or non-academic staff member of the Board of Governors.

[Board of Governor’s Policy No. 1 – Bylaws of the Board of Governors](#)

[Alberta Post-Secondary Learning Act SA2003 – Section 44](#)

February 2025
This procedure will be reviewed at least once every three years

February 2012: New
May 2014 - Reviewed
March 2017 – Revised
March 2020 - Reviewed
February 2022 - Revised

ⁱ Alberta Post-Secondary Learning Act Section 44(2)